

Washington Department of Natural Resources
Aquatic Resources Program

2002 Marina Gross Business Income Reporting Form

Does your facility provide vessel moorage that is located in whole or in part on state-owned aquatic lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, fill out and returned the enclosed marina reporting form before July 1, 2003.	
If no, explain why below and complete the lessee certification in part III of this form.	

Instructions for Filling out the Marina Income Reporting Form

Part I – Business Information

1. Indicate if this form is being completed by the direct lessee of state-owned aquatic lands (has a lease directly with DNR) or by a sub lessee (leases from an entity that has a direct lease with DNR).
2. Enter the name, address and contact person information for the marina.
3. If the business office of the marina is separate from the marina, or if you are a sub lessee that does not operate a marina, include the name, address and contact person information for your business in the second block.
4. Sublease information. If any portion of the land leased from DNR under the lease number indicated on page one of this form is subleased*, enter the business name, address, and contact person information for the entity that subleases the land from you.
 - o The entity with the sublease must obtain a copy of this form, fill it out in its entirety, and return it to DNR by July 1, 2003. Additional copies can be obtained from DNR's website at <http://www.dnr.wa.gov/htdocs/aqr/marinabill/shb1250.html> or by contacting DNR staff directly at the number at the end of these instructions.

* A sublease is the lease of any or all of a portion of premises by a tenant who has leased the premises from the owner (DNR).

5. Aquatic Lands Lease Number. Enter the lease number assigned to the agreement for the use of state-owned aquatic lands. This number should be in the upper right corner on the label attached to the envelope this form was received in. Please verify the accuracy of the number.
6. Uniform Business Identifier (UBI) Number. Enter the Uniform Business Identifier (UBI) Number for the business DNR has the lease of state-owned aquatic lands with.
7. Federal Tax Identification (TIN) Number. Enter the Federal Tax Identification (TIN) Number for the business DNR has the lease of state-owned aquatic lands with.

Part II – Marina Description

1. Total area of marina in square feet. Enter the total amount of property utilized by the marina including parking lots and other upland areas. Include the area of both leased state-owned lands and private lands leased or owned by the marina or the business running the marina.

2. Total area of aquatic lands leased from DNR. This is the total amount of the property leased from DNR under the lease number entered in Part I.
3. Area of any non-water dependent uses. This is the total area of any uses considered to be non-water dependent for the purposes of rent calculations.
4. Total number of slips. Enter the total number of slips maintained by the marina. Include all slips on public or private lands leased or owned.
5. Total number of slips on state-owned aquatic lands. Enter the number of all slips in the marina that are located over state-owned aquatic land.
6. Number of slips designated for residential use. Indicate the number of slips designated for use by liveaboards and houseboats in the marina. Include those on public or private lands.
7. Number of condominiumized slips. This number represents the total number of condominiumized slips in the marina, and includes those on public or private lands.
8. Does a government or a private individual own your marina? Indicate either government or private individual/business.
9. Is marina operated as a non-profit? Indicate yes or no.
10. Is this marina part of a homeowners association? Indicate yes or no.
11. Is the marina part of a yacht club? Indicate yes or no.
12. Services offered by your marina. Check the box next to the services available in your marina. If you offer services that are not listed, feel free to write them in on the bottom of the page.

Part III – Report of Gross Business Income

“Gross business income” includes all revenue from all sources owned or controlled by, or in partnership with, the marina except for revenue generated by bars and restaurants for the period of January 1, 2002 to December 31, 2002.

1. Report all sources of business income in this section. For income attributable to one of the categories in the list, enter the income from that source on that line. Every effort should be made to report gross business income derived from the various sources listed. For income not attributable to an item in the list, enter the source(s) and income(s) under “Other income.” Enter the total gross business income on the total line. **If the total gross business income line is not completed, the form will be considered incomplete.**

Part IV – Certification

1. In order for this form to be considered complete, it must be certified by the lessee of the aquatic lands.
2. A licensed certified public accountant holding a valid license to practice public accounting as a CPA in the state of Washington must also certify the information in Part III.

If either of these certifications is missing, the form will be considered incomplete.

If you have additional questions, contact:

Michal Rechner, (360) 902-1075, michal.rechner@wadnr.gov

**Washington Department of Natural Resources
Aquatic Resources Program
2002 Marina Gross Business Income Reporting Form**

Please read all the directions that begin on Page 1 prior to filling out the form.

Part I – Business Information

1. ☐ Direct lessee, or ☐ Sub lessee

2. Marina Information

Marina Name _____
Marina Address _____

City _____ State _____ Zip Code _____
Contact Name: _____
Phone: _____ Email: _____

3. Business Information

Business Name _____
Business Address _____

City _____ State _____ Zip Code _____
Contact Name: _____
Phone: _____ Email: _____

4. Sublease Information

Business Name _____
Business Address _____

City _____ State _____ Zip Code _____
Phone Number: _____
Size of area subleased: _____ Sublease Rent: \$ _____

5. Aquatic Lands Lease Number: _____
6. Uniform Business Identifier (UBI) Number: _____
7. Federal Tax Identification (TIN) Number: _____

Part II – Marina Description

1. Total area of marina (sq ft):		
2. Total area of aquatic lands leased from DNR (sq ft):		
3. Area of any non-water dependent uses (sq ft):		
4. Total number of slips:		
5. Total number of slips on state-owned aquatic lands:		
6. Number of slips designated for residential use:	Liveaboards	Houseboats
7. Number of condominiumized slips:		
8. Does a government or a private individual own marina?	<input type="checkbox"/> Government	<input type="checkbox"/> Private
9. Is marina operated as a non-profit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Is this marina part of a homeowners association?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Is this marina part of a yacht club?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

12. Services offered by your marina (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Live aboard slips | <input type="checkbox"/> Electric connections | <input type="checkbox"/> Security |
| <input type="checkbox"/> Guest moorage | <input type="checkbox"/> Water connections | <input type="checkbox"/> Pet areas |
| <input type="checkbox"/> Skiff/dinghy moorage/rack | <input type="checkbox"/> TV connections | <input type="checkbox"/> Recreation/fitness/pool |
| <input type="checkbox"/> Mooring buoys | <input type="checkbox"/> Phone connections | <input type="checkbox"/> Pay phones |
| <input type="checkbox"/> Dry stack storage | <input type="checkbox"/> Garbage collection | <input type="checkbox"/> Vending machines |
| <input type="checkbox"/> Personal watercraft storage | <input type="checkbox"/> Haul-out services | <input type="checkbox"/> Office services (fax, copy) |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Work area rental | <input type="checkbox"/> Food and beverages (other than bars & restaurants) |
| <input type="checkbox"/> RV storage | <input type="checkbox"/> Boat washing | <input type="checkbox"/> Groceries |
| <input type="checkbox"/> Trailer/Upland storage | <input type="checkbox"/> Boat painting | <input type="checkbox"/> Boat supplies |
| <input type="checkbox"/> Boat sales and/or auctions | <input type="checkbox"/> Pump-out, fixed or mobile | <input type="checkbox"/> Fuel/oil |
| <input type="checkbox"/> Boat Rentals | <input type="checkbox"/> Vessel towing | <input type="checkbox"/> Ship's Store/Chandlery |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Commercial landing areas | <input type="checkbox"/> Gift shop |
| <input type="checkbox"/> Showers | <input type="checkbox"/> Storage lockers | <input type="checkbox"/> Bait store |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Boat ramp | |

Other: _____

General Comments:

Part III – Report of Gross Business Income for 2002

1. Report of Income by Source	
Source	2002 Income
Slip Fees: Permanent moorage	\$
Slip Fees: Temporary or guest moorage	\$
Parking	\$
Boat Sales or Auctions	\$
Restrooms/Shower/Laundry Facilities	\$
Utility Connections (e.g. electricity, water, gas, phone, TV, computer)	\$
Pump out	\$
Boatyard services (e.g. upland boat storage, haul-out, washing, painting, towing, trailer storage)	\$
Miscellaneous fees (commercial landing, storage lockers, boat ramp/launch, security, environmental, maintenance, pets)	\$
Non-refundable Deposits (e.g. keys, reservations, waiting lists, security deposits)	\$
Recreation facilities, pool, or clubhouse	\$
Vending Machines/Pay Phones	\$
Office Services (e.g. faxing, copying)	\$
Retail Sales (food, beverage, groceries, chandlery, gift shop)	\$
Fuel/oil	\$
Condo Lease Transaction	\$
Annual Membership Dues or Association Fees	\$
Yacht Club	\$
Homeowner Association	\$
Other	\$
One-time Membership Dues or Association Fees	\$
Yacht Club	\$
Homeowner Association	\$
Other Lease, Concession, or Franchise Income	\$
Income from Sublease of State-Owned Aquatic Lands	\$
Other Income:	\$
	\$
	\$
	\$
Total Gross Business Income	\$

General Comments:

Part IV – Certification (both certifications below are required)

1. Lessee Certification

I certify that all statements, answers, and representations on this form are, to the best of my knowledge, true, complete and accurate.

Name _____

Address _____

City _____ State _____ Zip Code _____

Signature Date

2. CPA Certification

I certify, under the penalty of perjury, under the laws of the State of Washington, that all statements, answers, and representations in Part III of this form are consistent with all local, state, and federal income reporting forms filed for this business and that I hold a valid license to practice public accounting as a CPA in the state of Washington.

Name _____

Address _____

City _____ State _____ Zip Code _____

CPA License Number _____

Signature Date

Return the Completed Form to:

**Michal Rechner, Natural Resources Program Coordinator
Department of Natural Resources
Aquatic Resources Division
1111 Washington Street SE
P.O. Box 47027
Olympia, WA 98504-7027
Voice: (360) 902-1075
Fax: (360) 902-1786**